

WALFORD PARISH COUNCIL

Minutes of NDP Committee Meeting



Held online - Wednesday 10th February 2021 at 7:30pm

Present:

Councillors; Akers, Dolman, Evans, van Lienden plus A De La Haye, R Puzey, C Barron

In attendance: D Berry (Clerk)

1. **Apologies for absence:** - L Russell
2. **Declarations of interest and written requests for dispensation:** - None
3. **Minutes:** - **Resolved** to adopt the minutes of the meeting held on 13th January 2021 as a true record of the meeting. The Chair will sign the minutes once physical meetings resume.
4. **Public Participation session:** -
 - 4.1 Concern was expressed that the Council and NDP Committee appear to be biased and unduly influenced which leads to mistrust. A request was made to publish the email advice from Herefordshire NDP team – the emails are appended to these minutes
 - 4.2 Attention was drawn to para. 79 of the NPPF and the possibilities it allows for, regarding innovative good quality design (see attached)
 - 4.3 Various members of the public asked if NDP activity could be delayed until after the elections in May and Council is quorate, as not all sites can be evaluated during lockdown and therefore the information being presented is incomplete
5. **Iconic views policy:** - **Resolved** the consultant to produce a landscape policy to protect iconic views
6. **NDP draft Ver. 3.1:** - **Resolved** to post onto the NDP website
7. **Presentations:** - format was agreed and feedback from the public participation will be considered
8. **Public consultation poster:** - **resolved** to approve the poster
 - 8.1 Agreed to display the poster on all the Parish notice boards
9. **Questionnaire:** -
 - 9.1 **Resolved** to extend the return date to 15th April 2021
 - 9.2 **Resolved** that Maxine Basset would analyse results
 - 9.3 Help will be sought from WCSS to collect return slips / questionnaires from people affected by Covid shielding
10. **Public correspondence:** -
 - 10.1 **Resolved** to avoid delays, responses to the public to be made by the NDP Committee copy clerk
 - 10.2 Public have requested that correspondence log is published. **Resolved** to post the log on the website with the correspondents anonymised
11. **5-year housing land supply:** - the Herefordshire Council documents, January 2021 addendum and briefing note dated 20th January 2021 were noted
12. **S106/CIL list:** - to be taken forward to Council
13. **Items for the next agenda:** -
 - 13.1 Finance / grants
 - 13.2 Project plan
 - 13.3 Update from presentations
 - 13.4 Public correspondence
 - 13.5 Landscape policy to protect iconic views
14. **Next meeting:** - Wednesday 10th March 2021 at 7.30 p.m. – venue and style of meeting to be confirmed.

SIGNED _____ DATE _____

National Planning Policy Framework

79. Planning policies and decisions should avoid the development of isolated homes in the countryside unless one or more of the following circumstances apply:

- a) there is an essential need for a rural worker, including those taking majority control of a farm business, to live permanently at or near their place of work in the countryside.
- b) the development would represent the optimal viable use of a heritage asset or would be appropriate enabling development to secure the future of heritage assets.
- c) the development would re-use redundant or disused buildings and enhance its immediate setting.
- d) the development would involve the subdivision of an existing residential dwelling; or
- e) the design is of exceptional quality, in that it: - is truly outstanding or innovative, reflecting the highest standards in architecture, and would help to raise standards of design more generally in rural areas; and - would significantly enhance its immediate setting, and be sensitive to the defining characteristics of the local area

DRAFT

WALFORD PARISH COUNCIL

Minutes of NDP Committee Meeting



From: Banks, Samantha <Samantha.Banks2@herefordshire.gov.uk>
Sent: 15 December 2020 16:24
To: andrewdelahaye@gmail.com
Cc: clerk@walford-pc.org.uk; Johnson, Karla
Subject: RE: Walford NDP update

Dear Mr De LA Haye,

Thank you for your email update which has been passed to me from Karla for response.

Unfortunately a committee or steering group cannot be a delegated decision maker for Neighbourhood Development Plans. They can undertake work on behalf of the parish council but they cannot be the decision maker. The regulations are clear that the 'qualified body' for neighbourhood planning matters is the parish council. Therefore we will not be able to accept any NDP which has not been signed off by Walford Parish Council at a formal parish council meeting. If the parish council is not quorate then these decision to progress the plan will have to wait until the parish council is quorate. The 'focus point' for all NDP matters should be the parish council clerk, this is to ensure that progress and support is being given to the 'qualifying body' as per the regulations and all financial issues must remain with the parish council clerk.

Therefore, we cannot accept the governance model as the committee is not the legal 'qualifying body' and any draft plan requires a parish council decision which is minuted.

We are happy to support the parish council to produce an NDP for Walford, but if the parish council is current not a quorate decision making body then formal progression to Regulation 14 cannot take place in line with the Neighbourhood Planning Regulation 2012.

If the clerk can provide further details regarding the current position of the parish council and their ability to 'sign off' documentation as the 'qualifying body' then we will be happy to have further discussions.

I hope this clarifies the position

Kind regards

Sam

Herefordshire.gov.uk

Samantha Banks
Neighbourhood Planning Manager
Neighbourhood Planning Team
Environment and Place Directorate
Herefordshire Council
Plough Lane
Hereford
HR4 0LE

Tel: 01432 261576

email: sbanks@herefordshire.gov.uk

WALFORD PARISH COUNCIL

Minutes of NDP Committee Meeting



From: Johnson, Karla <Karla.Johnson@herefordshire.gov.uk>
Sent: 23 December 2020 10:48
To: Andrew De La Haye
Cc: Richard Abolins
Subject: NDP update
Attachments: Statutory Consultees details.pdf; EA neighbourhood plan pro forma Oct 2015.docx; Welsh water Neighbourhood planning pro-forma.docx

Dear Andrew

In response to your second question, please find a link to the regulation process checklist on the link below.

<https://www.herefordshire.gov.uk/downloads/file/3731/pre-submission-checklist-for-a-neighbourhood-development-plan>

The regulation 14 process you have detailed below is correct. Once you have a draft NDP, the Parish Council will send through to Neighbourhood Planning, with evidence base (eg. Call for sites document). We can start to draft the environmental reports the SEA and HRA-this usually takes 3-4 weeks. The environmental reports are required to be consulted on alongside your NDP, and consultation runs at the same time.

At consultation you should consult with your parishioners-posting plan to households in the parish, ward member, neighbouring parishes and statutory consultees. Consultees can be emailed along with the neighbouring parishes and statutory consultees. Please find a consultees consultation list attached and pro formas for Environmental Agency, Welsh Water and Environment Agency. You will need to fill the pro forma out along with the plan to these statutory consultees. The consultees you must contact under Schedule 1, Regulation 3 of the NDP regulations 2012 are listed below.

- *Local Planning Authority (Herefordshire Council)-This is when you send us the formal email to neighbourhood planning.*
- *Natural England*
- *Environment Agency*
- *Historic England*
- *Highways Agency*
- *Welsh Water*
- *Adjoining authority*
- *Coal Authority*
- *Network Rail*

During the consultation you will need to provide details of where your neighbourhood plan can be assessed and viewed and how to comment on your plan. Environment Agency, Natural England and Historic England. More information can be found on consultees can be found in guidance note 13 posted below.

To formally start regulation 14 consultation you will have to send an email to the Neighbourhood Planning team, informing when you are starting / finishing reg 14 consultation (this is normally 6 weeks). The NDP will need to be formally signed off by the parish council, this can be confirmed in the PC meeting minutes.

I will have a look into the housing figures, and get back to you in the new year.